

CIA INTERNAL USE ONLY

14 July 1960

MEMORANDUM FOR: Chief, Records Management Staff  
FROM : Records Officer, Medical Staff  
SUBJECT : Records Control Schedule

The following recommended changes in the Medical Staff's Records Control Schedule are forwarded for your approval:

1. Psychiatric Staff:
  - a. Staff Subject Files - Item #38  
Temporary. Destroy after 2 years. Cut off at the end of each calendar year. Hold for ~~one~~ <sup>2</sup> year, then destroy. *RD*
  - b. Psychological Test Files - Item #44  
Temporary. Destroy after 20 years. Transfer each year's accumulation to the Records Center at the end of the year.
2. Clinical Division:
  - a. Division Subject Files - Item #47  
Temporary. Destroy after 2 years. Cut off at the end of each calendar year. Hold for ~~one~~ <sup>2 yrs</sup> year, then destroy. *RD*
  - b. Master Immunization Cards - Item #59  
Temporary. Destroy after 10 years. Screen file annually and retire to Records Center 5 years after date of last shot. Center will hold for 5 years and destroy.
3. Operations Division
  - a. Medical Support Cables - Item #69  
Temporary. Destroy after 3 years. Cut off at the end of each calendar year. Retain ~~2~~ <sup>2</sup> years, then destroy.

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Talked to [redacted] about  
1a, 2a and 3a dispositions.  
Destruction periods are okay,  
but retention periods indicated here are not  
long enough to meet destruction  
periods.

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